

910th Airlift Wing Public Affairs

Pilot for a Day Checklist

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Item #	Checklist Item	Date	Initials
1	The Public Affairs officer will contact the family of the selected child to determine his/her exact physical condition, history of illness, any special dietary or physical requirements, clothing size for the flight suit to be ordered and to discuss the available base tour venues for the program. Also to obtain the child's Social Security Number.		
2	The Public Affairs officer will contact the family of the selected Pilot for a Day and obtain their permission to arrange for media coverage for the child during the program at the base.		
3	The Public Affairs office will finalize and coordinate the program tour agenda with all base agencies involved via an official tour summary sheet to be submitted electronically to all applicable agencies. MCI WorldCom POC is Mrs. Jerlynn.gjede@wcom.com , 505-2393. FAA traffic control tower POC is Mr. Chuck Allaman, at 856-4806.		
4	The Public Affairs office will publish advance news releases to the local media and any other newsworthy publication the family of the selected Pilot for a Day may desire prior to each Pilot for a Day program.		
5	The Public Affairs office will provide at least one PA escort during the tour for the family and any news media representatives present.		
6	The Public Affairs office will maintain a base intranet and internet Pilot for a Day web site for each time the program is conducted.		
7	The Public Affairs office will reserve a 15-passenger van for each program and drive the family members and news media representatives to each location during the tour. The van may be reserved as soon as the date for each program is scheduled.		
8	The Public Affairs office will provide each Pilot for a Day with a CD with digital photos taken during the program, a video of any local news stories from the program, an official Pilot for a Day ID card, and a welcome folder with an official Pilot for a Day Certificate of Appreciation included.		
9	The Public Affairs office will cover each Pilot for a Day program in the Airstream newsletter and ensure credit for the sponsor is mentioned.		
10	The Public Affairs officer will work closely with representatives from Tod Children's Hospital in Youngstown to select each Pilot for a Day participant. POC's are Kathleen Ashton, (330) 740-3708 or DeAnne Bunevich, 740-6700, Pager 532. Fax number to Ms. Bunevich is (330) 740-3740.		
11	The Public Affairs office will add each honoree to the permanent Airstream mailing list.		
12	The Public Affairs office will contact the MPF Commander with the full name and social security number of each Pilot for a Day as soon as the information is known in order for the honorary commissioning paperwork and dog tags to be prepared in time for the program.		
13	The Public Affairs office will contact Gary Wagner at ext. 1349 to coordinate stenciling of the Pilot for a Day's name above the crew entrance door of the plane to be used for taxiing the Pilot for a Day.		
14	The Public Affairs office will place a welcome Pilot for a Day message on the base marquee sign near the main gate the morning of the program and leave the message displayed until the end of the program.		

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15	The Public Affairs office will compile a list of the names of all family members, sponsor representatives, hospital representatives, and news media representatives scheduled to attend each Pilot for a Day program and provide this list to the SFS law enforcement desk as soon as possible and not later than the day prior to each program.		
16	The Public Affairs office will contact the Recruiting office to schedule the appearance of "Airman Andy" during the lunch portion of the Pilot for a Day program at the base club.		
17	The Public Affairs office will contact the SFS to schedule the appearance of "McGruff the Crime Dog" during the lunch portion of the Pilot for a Day program at the base club.		
18	The Public Affairs office will provide a copy of all local news coverage as well as digital photos and a story from each program to the applicable sponsor.		
19	The Public Affairs office will coordinate with the SFS and Marine Corps Reserve unit on base to provide a Humvee and driver for the Pilot for a Day program.		
20	The Public Affairs office will coordinate with the Recruiting office to obtain an Air Force Reserve baseball cap for the honoree.		
21	The date of the next scheduled Pilot for a Day program is: October 31, 2000.		
22	PA office to provide 2 nd Lt. Bars for Pilot for a Day		